

PORT WASHINGTON PARKS AND RECREATION DEPARTMENT
OFFICIAL BOARD MINUTES

DATE: March 8, 2012

LOCATION: Parks & Rec Office

The meeting was called to order by Chairperson L. MacRae at 6:32 PM

- I. Members present **(P)**, absent **(A)** or excused **(E)**: MacRae_P_Klotz_E_Babcock_P_Kinas_P_Lemkuil_P_Becker_P_Voigt_P_Deal_P_Karrels_P
Late:
- II. Motion by S. Kinas to accept minutes as presented. Second by B. Babcock
Motion carried 8-0
- III. Citizen Comments not on the agenda
 - Nothing Submitted
- IV. Old Business:
 - A. Elected Official's Report
 - The Common Council approved a developer's agreement that provides a timeline for the renovation of the former M&I Bank building downtown
 - The Common Council also approved a Memorandum of Understanding with Port Washington Youth Baseball/Softball to build a complex off of Highway 33 on the old Schanen farm site
 - The Common Council also approved a License Agreement with the Community Garden Association to operate the garden
 - B. Planning Commission Rep Report
 - The Planning Commission approved the design and plans for the new Kiwanis Family Pavilion, which will be located just north of the new restroom building. The plan is to have it completed by early summer
 - C. Director's Report
 - Reviewed and Submitted
 - Staff met with representatives from various commercial playground companies to solicit bids for a new playground to be built in the Hidden Hills Subdivision park
 - Staff reported that they are completing a plan in which to meet the guidelines of the 2010 ADA Accessibility Standards. This would include purchasing an approved set of entry stairs for 2012 and then an approved lift for 2013. Staff reported that once they have a plan in place, this will allow them to defer purchase of the pool lift to 2013 because it was not in the 2012 budget and is not "readily achievable" until those monies are available next year
 - Staff reported that Bob Poull is out because of a back injury suffered while plowing for the Department
 - Staff also reported that the winter programs were ending successfully and the spring programs were starting

V. New Business

A. Review and Recommend Facility Use Requests

- David Mueller of Port Washington Lions Club
 - Rental of Kiwanis Pavilion, Thursday July 27th through July 29th, 2012 from 6 am to 10 pm each day for approximately 500 to 800 participants
 - Request is for Lionsfest
 - This group will serve alcohol. have amplified music, tents and a dunk tank
 - Park & Rec Board mandates the Festival ends at 11:00 pm, the rented area cleaned thoroughly and all participants out of the Park by 11:30 pm. Additionally, there will be a clean-up bond of \$100. This will be refunded if the area is left clean and without damage
 - Port Washington Lions Club will have to provide a certificate of insurance, listing the City of Port Washington Parks and Recreation Department as additionally insured, with a minimum coverage of \$1 million for each occurrence
 - Digger's Hotline must be called and have utilities marked 2 weeks prior to setup of any tents
 - Crowd behavior is the responsibility of the applicant and any enforcement of local or state laws is therefore up to the applicant. The applicant or a representative must handle any requests by City staff or Police immediately
 - Volume of live or amplified music may not be such that it causes a nuisance to the surrounding area. The control of the volume is the responsibility of the applicant and if necessary will be controlled by City staff or Police
 - Lyrics or discussion over the amplified speaker system, which includes vulgar or inappropriate speech, will not be tolerated. As a public park the applicant must be aware that what is said or done is representative of the entire City and open to scrutiny by residents and visitors
 - Complaint calls will be monitored and will be used to process future requests
- Motion made by P. Lemkuil to approve request based upon stipulations set forth are met. Seconded by S. Kinas. Motion carried 8-0

B. Review and Recommend 2011 Annual Report

- Staff reviewed report with Board. Discussion was had regarding various numbers and reported items. Board thanked Staff for all of the hard work from last year and the well-written report
- Motion made by B. Babcock to approve the 2011 Annual Report as submitted. Seconded by P. Lemkuil. Motion carried 8-0

C. Review and Recommend Play Equipment Design for Hidden Hills Park

- Staff presented proposals from Commercial Recreation Specialists; Gerber Leisure Products, Inc.; Lee Recreation, LLC; Miller & Associates; Minnesota/Wisconsin Playground; and Reese Recreation Products
- Parks & Rec Board reviewed all of the bids in accordance with the Request For Proposals (RFP) sent out by Staff to each of the commercial playground companies
 - Motion made by A. Becker to approve the Playground Design Option #1 from Lee Recreation, LLC for \$59,085 in the park servicing the Hidden Hills Subdivision. Seconded by B. Deal. Motion carried 8-0

D. Review and Recommend Bids for Kiwanis Family Pavilion

- Staff presented proposals from Dave Brunner Concrete; Haas Construction, LLC; Karrels Builders, Inc.; Paulus Construction; Prom Construction, Inc.; and Rychtik Construction

- Staff reported that the bid for a 5" concrete slab was the preferred thickness and that bids solicited from Neuens Lumber Co., Central Steel and Wester Electric were the lowest for those respective supplies and jobs
- Staff also reported that the intent was to support local companies in the bidding process for the concrete and construction work
- Parks & Rec Board reviewed all of the proposals in accordance with the Request For Proposals (RFP) sent out by Staff to each of the construction companies
- Motion made by B. Deal to approve the bids from Dave Brunner Concrete for the slab work in the amount of \$7,064.40 and Karrels Builders, Inc. for the construction of the pavilion in the amount of \$6,400.00. Seconded by S. Kinan. Motion carried 8-0

E. Discuss Need for Supplementary Maintenance Equipment, Personnel and Budget Considerations with the Addition of New Parks

- Staff was asked by several Board Members to comment on a need for more maintenance equipment, personnel and an increased budget for these items, with the addition of new parks
- Staff reported to the Board that the Department is currently maintaining 34 parks and the Coal Dock will add an additional, larger park this year. Also, in the near future, there will be a park for the Lake Ridge Subdivision
- Staff also reported that the parks maintenance staff has been cutting grass for the Street Department and has been cutting grass for ordinance violations
- The amount of work the maintenance division has been tasked with has increased over the years with no additional staff or equipment added
- Board has suggested, in the immediate future, to look at planting prairie grasses in the parks. These could be left, virtually, unattended and requiring less maintenance
- Board also requested that Staff again provide more information on these topics for next month's meeting

F. Discuss Fourth of July Celebration and Events

- P. Lemkuil requested to address the Board regarding the Fourth of July celebration
- Staff reported that the Department has typically provided entertainment for the event, which included bike judging as well as a magician, clown or music. The Chamber of Commerce has chosen a member to run the parade. This person, for the past four years, has been Allison Austin
- Staff has worked with Ms. Austin to plan the event. Additionally, the Interfaith Caregivers and Port Washington Youth Baseball/Softball Organization have provided the ice cream and food
- Staff reported that attendance for the "post parade" has been very low, despite trying different types of entertainment
- P. Lemkuil reported that she would like to form a sub-committee to help with coordination of the Go Fourth festivities and asked for other Board members to help. She would like to have a non-profit group sell beer, enhance the bike judging contest and make the whole event all about the kids

VI. Any Other Business That May Properly Come Before the Board

- Staff informed Board of the status of the WDNR's Stewardship Grant application submitted for the Coal Dock. Staff is happy to report that the grant request for \$711,500 was approved by the State of Wisconsin's Joint Finance Committee
- Staff also reported that, in conjunction with the Pool Coordinator, the hours of the Waterpark will be changed. The intent is to save money and add more revenue-producing swim lessons

- Staff is planning to open the Waterpark later in the morning, as this has typically been a slow time for patronage. This slow time still requires full staffing. The thought is that money can be saved by opening slightly later in the early afternoon when summer school is over and more people will visit

VII. Motion to adjourn by B. Deal. Seconded by J. Karrels. Motion carried 8-0. Meeting adjourned at 7:37 PM.

Respectfully Submitted,

Ron Voigt
Vice-President